

**Continental Country Club
Homeowners Association
Regular Meeting of Board of Directors
January 22, 2014
2:30 p.m.**

1. **Call to order** – Bob Prida, President, called the meeting to order at 2:30 p.m.
2. **Roll Call** – Membership Services Director Larson called roll. The following directors were in attendance: Jeffries, Kleiner, McGrath, Prida, Rehn, Szkaradnik and Zweifel (ex officio). Directors Babb, Lacy and Malmstone were absent. A quorum was announced by President Prida and the meeting proceeded. Others present at the meeting were staff members Goitia, Carmichael, Wright, Plattis, Barrett, and Larson and homeowner Denise Byrne.
3. **Approval of Agenda** – The agenda as presented was reviewed. **A motion was made to accept the agenda as presented. The motion was seconded and carried unanimously (MSCU).**
4. **Homeowner Participation/Correspondence** – Membership Service Director Larson advised the Board that she had received a letter from a homeowner on E. Quail Valley Way expressing her concern about a neighbor's home being used as a vacation rental and questioned how she could petition the Board to have her property removed from CCC. A letter will be sent to the homeowner to address these concerns.
5. **Approval of Minutes:** The minutes of the Regular meeting of the Board from December 18, 2013 were reviewed. Director Rehn noted a correction needed to be made to the inventory cap amount for 2014. The minutes have been corrected to show a \$40,000 inventory level for 2014. **A motion was made by Director Rehn to accept the minutes from the Regular Meeting of the Board from December 18, 2013 as amended. The motion was seconded and carried unanimously (MSCU).**
6. **Discussion/Standing Items**
 - CCC Newsletter: Membership Services Director Larson advised the Board that she would discuss the publication of the newsletter in greater detail at the Strategic Planning Meeting, to be held on February 12, 2014.
 - Strategic Planning Meeting – February 12, 2014: The Board was reminded that of the meeting date and the start time of 9:00 a.m. Each Board member received a copy of the 2013 Adopted Goals and proposed Goal Group members for 2014.
 - D & O Insurance Renewal: Controller Carmichael advised the Board that the Directors and Officers insurance policy was renewed in November 2013 with a new agent, as the previously company had quoted a premium double what it had been previously. The increase is attributed to a perceived industry aversion to insuring homeowner's association boards. Upon inquiry by Director Jeffries, Carmichael stated that each Board member was insured for \$3,000,000. Mr. Jeffries requested that the amount be reviewed for 2015. Mr. Zweifel will ask Association's counsel what other Associations do in regard to amounts of insurance they carry for each Director and Officer.

7. Action Items

- Finance Committee Report – December 2013: Controller Carmichael reviewed the following financial reports:
 - Income statement for the month of December 2013
 - Income statement for Year to Date December 2013
 - Income statement for Golf Business Unit: month of December 2013
 - Income statement for Golf Business Unit: Year to Date December 2013
 - Income statement for Small Business Units: month of December 2013
 - Income statement for Small Business Units: Year to Date December 2013
 - Statement of Cash Flows: Year to Date December 2013
 - Statement of Cash Flows: Total Year
 - Income Statement Comparison
 - Income Statement Comparison; Golf Business Unit
 - Statement of Cash Flows Comparison
 - 2013 Financial Facts for Review
- Controller Carmichael was directed to renew the Line of Credit.
- Treasurer Jeffries will write a letter to the homeowners regarding the financial situation of the Club – to be published in the March 2014 newsletter.
- Continental Country Club/Wyndham Flagstaff Resort Recreation Management Joint Use Agreement:
 - Contract is under review and it is expected to be ready for Board review at the February 26, 2104 regular meeting of the Board.
 - Director Kleiner requested that Mr. Zweifel provide clarification on the current maintenance practices utilized by the Wyndham Flagstaff Resort as it applies to Continental Country Club and he provided the following information:
 1. Wyndham Flagstaff Resort provides two hundred (200) hours per month to Continental Country Club for maintenance and janitorial work.
 2. Special projects are coordinated through Association Manager Goitia.
 3. President Prida reviewed what essential services would be provided by the Wyndham Flagstaff Resort per the proposed Joint Use Agreement.

8. Reports:

- The Board reviewed the following written reports. With the exception of items noted, there was no further discussion/action taken on the written reports provided.
 - Association Manager Goitia reported on the following:
 1. Parking Lot Lighting
 2. Pump, shaft and adaptor plate equipment replacements at Lake Elaine

- Events

1. Larson advised the Board that contracts with Peak Events for Blues and Brews and the Mountain Country Music Festival have been finalized.
2. Continental Country Club's annual Funny Bunny Breakfast is scheduled for Saturday, April 12.
3. Pat's Run Shadow Run will be hosted by the Continental Country Club on Saturday, April 26.
4. Breakfast with Santa is scheduled for Saturday, December 14
5. Wedding venue bookings are going well, with the first scheduled for Saturday, April 12. A discussion ensued regarding the renovation of the dining room area to remove the "pony" wall and redo the dance floor area. **Director Kleiner made a motion to approve the expenditure of no more than \$3,000 (from proceeds from the wedding venue booking fees) for the removal of the "pony" wall and new flooring for the dance area. The motion was seconded and carried.**

- Recreation

1. Tennis

- a. Director Kleiner reported to the Board the following:
 - i. NPA will be renting lower courts, and possibly the upper courts for the spring tennis season.
 - ii. The resurfaced tennis courts are heaving and presenting a significant trip hazard. He feels that this is a result of the courts not being repaired properly and will write a letter to the contractor to request the repairs be made at no additional cost to the Club.

2. Pickleball

- a. Denise Bryne reported to the Board the following:
 - i. The court surface is uneven and should be resurfaced and permanent nets and posts put in place.
 - ii. There are currently eighty-five (85) members of the Pickleball Club and she expects the membership to grow to 150 in 2014.
 - iii. Pricing for a Pickleball memberships have been set as follows:
 1. \$150 – Single
 2. \$200 – Family
 3. \$75 – 30 day Single
 - iv. 2014 memberships will run on a calendar year.

- Golf Operations

1. Brian Wright reported to the Board the following information regarding the Golf Consultant's report/findings:
 - a. Agreed with new rate structure
 - b. Two tee times per day for Golf Now!
 - c. Driving range hours to increase

- i. Discussion about moving light poles to driving range. Play will be evaluated in June 2014 to determine how much more play occurs due to natural daylight when the range is open until 8 p.m.
 - d. Director Jeffries requested the Golf Committee discuss having Mr. Wright market golf/conference opportunities here at CCC with the Phoenix market, the possibility of working with NAU to secure an summer internship for a marketing major and merchandising for the 2014 season.
- Membership: None
 - GFMC
 - Lakes
1. Mr. Zweifel reported to the Board on the following:
 - a. Reviewed the Lake Elaine Summary report prepared by Jim Murphy.
 - b. Discussed with the Board options that presented themselves as a result of the data gathered in Mr. Murphy's report.

9. **Information Items to and from Board Members and Staff:** None

10. **Agenda Items for the February 2014 Meeting.** The following items will be placed on the agenda for the regular meeting of the Board, to be held on February 26, 2014 at 2:30 p.m.:

- Continental Country Club/Wyndham Flagstaff Resort Joint Use Agreements (Action Item)
- Day Passes (Action Item)

11. **Adjourn.** There being no further business, **Director Rehn made the motion to adjourn the meeting at 4:40 p.m. The motion was seconded and carried unanimously (MSCU).**

Respectfully Submitted:
Marlene Larson, Membership Services Director
Continental Country Club